

# **Ambedkar University, Delhi**

**Sector-9, Dwarka  
New Delhi – 110 077**

Applications are invited from eligible candidates for the following statutory positions on deputation / tenure basis in the University.

Controller of Finance and Librarian in pay band - 4, Rs.37,400-67,000 with Grade Pay of Rs.10,000/- (AGP of Rs.10,000/- in case of Librarian) plus allowances as admissible according to the rules of the University. The appointments will be for a fixed tenure of 5 years.

Qualifications and experience for these positions are as under:

## **1. Controller of Finance**

- i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale
- ii) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent position with sufficient experience of financial administration

**OR**

Comparable experience in research establishment and / or other institutions of higher education

**OR**

15 years of service for persons from IAAS cadre or such other similar service

### **Desirable**

Experience of financial administration / Chartered Accountancy with requisite experience of working in undertakings / autonomous organizations.

## **2. Librarian**

- i) Master's Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent grade of B in the UGC 7 point scale and consistently good academic record
- ii) At least 13 years as Deputy Librarian in a university library or 18 years experience as a college Librarian;

iii) Evidence of innovative library service and organization of published work.

**Desirable**

MPhil/PhD in Library Science / Information Science / Documentation /Archives and Manuscript-keeping.

Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible according to the conditions prescribed by the UGC and by the University, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

1. The University reserves the right to:
  - draw up reserve panel(s) against possible vacancies in the future
  - consider applications received after the last date
  - consider “in absentia” candidature of those who may not have applied or who may have applied but are not able to appear for the interview
  - relax any of the qualification / experience at its discretion and not fill up any of the advertised positions.
2. Qualifications and other conditions applicable as stipulated by the MHRD / UGC regulations from time to time.
3. Relaxation in educational qualifications, experience, age, etc. in the case of reserved category candidates will be given in accordance with the rules.
4. The prescribed essential qualifications are the minimum and their mere possession does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed in the advertisement.
5. Candidates must attach copies of all documents along with application in support of their educational qualifications, experience; etc.

Candidates already employed should submit their applications through the proper channel. Those who send advance copies of their applications will be considered only if they produce a ‘No Objection Certificate’ from their employer before the interview. Those who apply for appointment on deputation terms should submit their applications along with vigilance / integrity certificates and attested copies of their confidential reports for the preceding 5 years. Candidates fulfilling the qualifications and experience may apply on the prescribed application form available on the University website: [www.aud.ac.in](http://www.aud.ac.in)

The candidates shortlisted for interview will be paid second class sleeper fare by Rail on production of tickets at the time of interview. The University reserves the right not to fill all or any of the posts, or invite suitable / experience candidates through nominations and other search criteria for interview. Separate applications for each post super-scribing the post applied for on the envelope may be sent latest by 23.08.2010 at the following address:

**The Registrar**  
**Ambedkar University, Delhi**  
**Sector-9, Dwarka, New Delhi – 110 077**